



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

MCIEAST-MCB CAMLEJO 5040.1
CIG
16 OCT 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5040.1

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCIEAST-MCB CAMLEJO 5760.1
(b) NAVMC Directive 5040.6H
(c) CG TECOM-CG MCIEAST CAMLEJ MOA TECOM C461 7050 of
30 Mar 09

Encl: (1) Biennial Inspection Schedule
(2) Sample Internal Inspection Letter
(3) Sample Functional Area Waiver Letter
(4) Sample Corrective Action Report (CAR)

1. Situation. This Order promulgates policy on the CGIP for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ), as required by references (a) through (c), and provides guidance for its execution.

2. Cancellation. MCIEASTO 5040.1B.

3. Mission. To assess, assist, and enhance the ability of an installation to prepare for and perform its assigned mission through a centralized inspection program. The success of the program relies on fostering an environment of trust and confidence, in which the commander's authority is respected and upheld. The inspections will be a positive learning experience and will recognize excellence, but will also identify the root cause of problems, particularly when it is beyond the capability of the commander to solve.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order will be utilized by all subordinate commands within MCIEAST-MCB CAMLEJ. I intend to employ the inspection program throughout the region to evaluate critical areas essential for mission performance, ensure compliance with regulations and policies, and to provide a tool for commanders to assess and train their organizations.

(2) Concept of Operations

(a) The philosophy of inspections conducted by MCIEAST will be to evaluate, train and assist. The inspections will assist commanding officers in promoting morale, economy, efficiency, effectiveness, readiness and training, and professionalism, while detecting and preventing fraud, waste, abuse, discrimination, sexual harassment, and any other improprieties.

(b) The MCIEAST-MCB CAMLEJ CGIP will be operated using the principles delineated in references (a) through (c). In order to promote fairness and standardization, only functional areas included in the Functional Area Checklist (FAC), maintained by the Inspector General of the Marine Corps, will be used. Reference (a) contains information on accessing the current FAC.

(c) Private Organizations (PO) have been added as an inspection area with the implementation of reference (a).

(d) The MCIEAST-MCB CAMLEJ CGIP will use short-notice inspections conducted on a biennial cycle. The MCIEAST-MCB CAMLEJ CGIP inspection schedule is included as enclosure (1).

b. Subordinate Element Missions

(1) MCIEAST-MCB CAMLEJ Command Inspector General (CIG) shall:

(a) Serve as the principal advisor to the Commanding General (CG), MCIEAST-MCB CAMLEJ and focal point for all inspection matters.

(b) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in the inspection report.

(c) Monitor all inspections as required, requested and/or directed to fulfill the requirements of the CGIP.

(d) Establish inspection teams, coordinate their activities during all inspections and re-inspections, conduct training for inspectors, and ensure all inspectors adhere to the inspection principles and grading system delineated in reference (b).

(e) Coordinate with commanders and department heads concerning any additions or deletions of FAC functional areas under their cognizance.

(f) As required, schedule and coordinate briefings for the CG, MCIEAST-MCB CAMLEJ on inspection results, trend analysis, and status of corrective actions upon completion of a CGIP inspection.

(g) Maintain CGIP inspection results for a period of six years.

(h) Provide an overall evaluation of the adequacy and effectiveness of an installation based upon the Unit Inspection Report (UIR) and a compilation of the inspection results. When weaknesses are detected, provide recommendations to correct and/or strengthen internal control systems as appropriate.

(i) Report inspection results in accordance with the references. Provide inspected units with a UIR within 30 days of the inspection.

(j) Receive and review all internal inspection reports.

(k) Coordinate CGIP training for CIG personnel throughout MCIEAST-MCB CAMLEJ.

(l) Provide augment inspectors for Training and Education Command (TECOM) inspections, per reference (c).

(2) MCIEAST-MCB CAMLEJ Department Heads. Provide inspection team members as requested by the CIG for training and conducting inspections.

(3) Commanding Officers shall:

(a) Provide inspection team members to augment the MCIEAST-MCB CAMLEJ CGIP inspection team, as requested by the MCIEAST-MCB CAMLEJ CIG.

(b) Appoint, in writing, an organizational CGIP representative who will be responsible for coordinating with the MCIEAST-MCB CAMLEJ CIG's office on all inspection-related matters.

(c) Maintain copies of the UIR and the Corrective Action Report (CAR) (if required) for at least six years.

(d) During years there is not a formal CGIP inspection, conduct an internal inspection of all functional areas under your command within a 30 day period after notification by the MCIEAST-MCB CAMLEJ CIG. Provide a written report of this inspection, using enclosure (2) as a guide, to the CG, MCIEAST-MCB CAMLEJ (Attn: CIG).

(e) Inform the MCIEAST-MCB CAMLEJ CIG when external inspections/evaluations/audits are scheduled or in progress. If an external inspection occurs within six months of a formal CGIP inspection, use the format in enclosure (3) as a guide to justify a waiver of that functional area.

(f) Inform the MCIEAST-MCB CAMLEJ CIG when a change of functional areas occurs and indicate why.

(g) Submit a CAR to the MCIEAST-MCB CAMLEJ CIG within 30 days after receipt of the UIR, using enclosure (4) as a guide.

5. Administration and Logistics

a. Administration

(1) Inspection Routine. The biennial inspection schedule is included in enclosure (1).

16 OCT 2013

(2) Follow-Up Inspections

(a) The purpose of a follow-up inspection is to evaluate the effectiveness of the actions taken by an organization to correct the findings identified during a previous inspection.

(b) The MCIEAST-MCB CAMLEJ CIG will follow-up on all findings noted during CGIP inspections. A CAR will be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: CIG) within 30 days after receiving the UIR if findings and/or a grade of Non-Mission Capable were identified. Follow-up inspections will be conducted within six months of the original inspection date for functional areas with a grade of non-mission capable.

(3) CGIP Checklists. All installations will be responsible for the same functional areas, with additional functional areas for air stations. Utilize the checklist for PO operating aboard the installation as outlined in enclosure (3) of reference (a).

(4) CGIP Individual Recognition Award. Individual exemplary performance noted during the course of a CGIP inspection will be recognized.

b. Logistics

(1) The inspection teams will be task organized according to the applicable functional areas for each installation.

(2) The inspection visits will be conducted with economy in mind, utilizing military air and lodging wherever possible.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, its subordinate commands, and those commands supported by MCIEAST-MCB CAMLEJ for inspection purposes.

b. Signal. This Order is effective the date signed.


J. W. CLARK, JR.
Deputy Commander

DISTRIBUTION: A/B/C

16 OCT 2013

Biennial Inspection Schedule

1. Biennial inspections will be conducted within MCIEAST-MCB CAMLEJ based upon the following calendar year schedule:

Even Years

Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ
Marine Corps Logistics Base, Albany
Marine Corps Air Station (MCAS), Cherry Point
Marine Transport Squadron 1, Cherry Point
School of Infantry-East (TECOM)
Marine Corps Combat Service Support Schools (TECOM)

Odd Years

MCAS, New River
MCAS, Beaufort
Marine Corps Air Facility, Quantico
Weapons Training Battalion, MCB CAMLEJ
Field Medical Training Battalion-East (TECOM)
Marine Corps Engineer School (TECOM)

2. The above schedule will continue on a rotating basis, unless situations arise that require the schedule to be adjusted or the program to be temporarily suspended. In accordance with reference (c), MCIEAST will provide augmentation to support TECOM's CGIP.

Sample Internal Inspection Letter

Official Letterhead

5040
CO
Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East-
Marine Corps Base Camp Lejeune (Attn: CIG)

Subj: INTERNAL INSPECTIONS FOR CALENDAR YEAR 20XX (CY-XX)

Ref: (a) NAVMC Directive 5040.6H
(b) MCIEAST-MCB CAMLEJO 5040.1

1. Per references (a) and (b), an internal inspection program was initiated and completed during (inclusive dates). All discrepancies/findings have been, or are in the process of being corrected. The installation has been found mission capable.

2. The point of contact in this matter is XXXXXXXXXXXXXXXX at (Phone number) and email XXXXXXXXXXXXXXXX.

Commanding Officer

16 OCT 2013

Sample Functional Area Wavier Letter

Official Letterhead

5040

CO

Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East-
Marine Corps Base Camp Lejeune (Attn: CIG)

Subj: REQUEST FOR WAIVER OF FUNCTIONAL AREA(S) 100, 200...
(LIST ALL FUNCTIONAL AREAS TO BE WAIVED)

Ref: (a) MCIEAST-MCB CAMLEJO 5040.1
(b) CG MCIEAST-MCB CAMLEJ CIG msg (include DTG of
notification message)

Encl: (1) Justification Document for FA XXX

1. Per references (a) and (b), request relief from the
following functional areas during the upcoming CGIP inspection:

a. Functional Area XXX (nomenclature): was found to be
mission capable during a Marine Corps Administrative Analysis
Team inspection less than six months ago (provide inspection
results as an enclosure).

b. Functional Area XXX (nomenclature): Is not a function
of this installation. This function is provided by (contract,
another installation, etc.).

2. The installation point of contact is (name and phone
number).

Commanding Officer

Enclosure (3)

Sample Corrective Action Report (CAR)

Official Letterhead

5040
CO
Date

From: Commanding Officer, (Installation)
To: Commanding General, Marine Corps Installations East-
Marine Corps Base Camp Lejeune (Attn: CIG)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) MCIEAST-MCB CAMLEJO 5040.1
(b) UIR of _____

1. Per references (a) and (b) , the following report is submitted:

a. List non-mission capable/findings and corrective action taken.

(1) Finding #1. Corrective Action #1.

(2) Finding #2. Corrective Action #2.

b. Provide comments concerning overall actions (procedural changes, training, etc.) taken to correct non-mission capable or findings.

2. Amplifying Comments. Any comments, which may require higher headquarters attention to address corrective action.

Commanding Officer

Enclosure (4)